

# PROGRAM APPLICATION

## PLEASE COMPLETE

NAME OF GROUP: \_\_\_\_\_

*(Please print clearly Individual or Group Name)*

CONTACT (Group Coordinator):

\_\_\_\_\_  
(First/Last Name)

\_\_\_\_\_  
(Daytime Phone)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Street Address, City, State, Zip)

NAME OF "SPOT" TO ADOPT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

*(please include street names, intersections, directions, etc.)*

ADC MAP BOOK ADDRESS: \_\_\_\_\_ *(Example 5282 :K2 Montgomery County)*

SIGN REQUESTED: \_\_\_\_ YES \_\_\_\_ NO (See front cover photo for placement of name)

NAME TO APPEAR ON SIGN:

\_\_\_\_\_  
*(Name will print exactly as shown above)*

**I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE ELIGIBILITY CRITERIA:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

How did you hear about AAS Program?: \_\_\_\_\_

FOR DEPARTMENT OF TRANSPORTATION USE ONLY

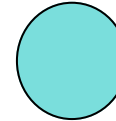
LOG NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ ADOPTABLE: YES / NO

ADC MAP: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**Mail Application to:** Community Outreach Office  
Executive Office Building (EOB)  
101 Monroe Street, 10th Floor  
Rockville, Maryland 20850

# ADOPT A SPOT (AAS) PROGRAM



Montgomery County Department of Transportation (MCDOT)  
**COMMUNITY OUTREACH OFFICE**  
**Phone:** 240-777-7155 (leave a detailed message) **Fax:** 240-777-7178  
**Email:** [mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov)  
[www.montgomerycountymd.gov/mcdotcommunityoutreach](http://www.montgomerycountymd.gov/mcdotcommunityoutreach)

## PROGRAM & SAFETY GUIDELINES

- ✓ A commonly owned area located within the County may be adopted. Examples of such locations would include parks, landmarks, schools, vacant lots, walkways or trails, campuses, public grounds, or other sites prone to litter. Montgomery County facilities, such as parking garages or lots, or Highway or Transit depots, cannot be adopted for liability and safety reasons. Locations within municipalities or under the jurisdiction of the Maryland State Highway Administration cannot be adopted.
- ✓ Litter should be picked up from the adopted spot. In addition, if you choose and have permission to install landscaping materials, please remember to maintain it (water, wedding, etc.). At a minimum, we request the adopted spot be maintained/cleaned TWELVE (12) times a year (or every month). Montgomery County reserves the right to reassign an adopted spot should it receive two or more complaints within a six month period regarding the spot's condition (litter, overgrown weeds, etc.).
- ✓ Small amounts of litter (2-3 bags) should be disposed through your normal trash collection. Larger amounts (4 or more bags) or large items that you cannot handle contact MC311 by dialing 311 or visiting [www.montgomerycountymd.gov/311](http://www.montgomerycountymd.gov/311) and advise them you are a part of the Adopt A Road program and requesting a one-time trash pick up.
- ✓ Participants are required to report their cleanings to the Community Outreach Office. This information will assist us when complaints arise.
- ✓ A sign will be provided by MCDOT for the participant to install at the adopted spot. This sign does not require a permit. **It is the participant's responsibility for the installation of the sign and to secure permission from the property owner of the adopted spot's location before installing.**
- ✓ All signs will be a standard 10 inches wide x 7.75 inches tall. We do not require that a sign be posted to participate in the program.
- ✓ Should you become unable to continue in the program please notify the Community Outreach Office.
- ✓ The Group Coordinator must be at least 21 years old. Individuals 17 years or younger should be supervised by an adult.
- ✓ For Safety - clean-up activities should be performed during daylight hours and in good weather conditions.



## ELIGIBILITY CRITERIA

1. The Adopt A Spot Program ("Program") is open to individuals, non profit or civic organizations, businesses, and governmental entities. Individuals who wish to participate in the Program must reside in Montgomery County ("County"). Organizations, businesses, and governmental entities that wish to participate in the Program must be located within the County or conduct substantial activities within the County.
2. Individuals, organizations, businesses, and governmental entities that do not comply with County's nondiscrimination laws, including Chapter 27 of the County Code, 1994, are ineligible.
3. An individual who wants to participate in the Program must sign the application form and provide his or her name, phone number, email and physical/mailling address.
4. An officer, manager, director, or principal of any business or governmental entity wanting to participate in the program must sign the application form and provide his or her name, phone number, email and mailing address.
5. The County reserves the right to contact the person on the application to verify participation and discuss any other issues/concerns as they arise.
6. Participation in the program confers no rights or privileges upon any person or entity. Montgomery County, in its sole discretion, may refuse to allow any person, organization, business, or entity to participate in the Program. Use of the sign in commercial, social or political literature of any kind is prohibited. Violation of this prohibition will be considered cause for termination.

### Indemnification

All participants in the Program hereby release Montgomery County and its agents and employees from any liability for damages or injuries resulting from their participation in the Program. The individual, organization, business, or entity that adopts a spot agrees to indemnify and hold Montgomery County harmless for any injuries, damages, or claims arising from the Program.

### Notice

The individual, organization, business, or entity that joins the Adopt A Spot program agrees to notify all his or her team participants of the foregoing terms.



COMMUNITY OUTREACH OFFICE

Call 240-777-7155 or Email [mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov)